

2003-2006 TENNESSEE LEARN AND SERVE NOTICE OF GRANT AVAILABILITY

Service learning is an educational process that involves students in learning experiences that relate service directly to academic subject matter, while at the same time involving students in making a contribution to their community. The Tennessee Learn and Serve Grant initiative is funded through programs developed to implement the National and Community Service Trust Act of 1993. In compliance with the National and Community Service Trust Act and the Tennessee Learn and Serve Plan, 2003-2006, the department requests local education agencies to submit grant proposals that meet the criteria of the state plan.

"The creation of an informed citizenry, able to participate in our democratic institutions, has always been a primary goal of America's schools. Given the challenges we face as a Nation, educating our young people to be knowledgeable, skillful, and engaged citizens of a free society has never been more important.

Achieving that goal requires that our schools become centers of academic excellence. It also requires that they become places where our students can acquire the habits of civic participation, responsibility, and service that are essential to American democratic life. For this to occur, students must learn about our democratic institutions. They must also learn to see themselves as participants in our democracy. They need to be able to put their knowledge and ideas into practice by helping to solve real community problems alongside other community members." "Students in Service to America, A Guidebook for Engaging America's Students in a Lifelong Habit of Service", 2002

Service learning:

- promotes learning and development through active participation in well organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community.
- is integrated into the student's academic curriculum and provides structured time for a student to think, talk, or write about what he/she experienced during the actual service (known as reflection),
- provides students with opportunities to use newly acquired academic skills and knowledge in real life situations in their own communities, and/or

- enhances what is taught in the school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of self-esteem and caring for others.

To achieve school success students must be competent in life skills, including decision making, self-respect, self-confidence, self management, honesty, communication skills, adaptability, negotiation skills, responsibility for self and others, problem solving skills, and work cooperatively with others. The committee, charged with the responsibility of developing the Success Skills through Service Learning Curriculum frameworks, agreed that service-learning was a most effective methodology by which students could develop these necessary skills.

Service-learning offers a proactive and comprehensive approach to activities that develop values of trustworthiness and responsibility, commitment to task, collaboration and team-building, respect for the quality of work done and punctuality. Through direct service activities, students gain an understanding of human psychology, life skills, community needs and resources, civic responsibility, career options, and human diversity. (*"Their Best Selves"* Council of Chief State School Officers and *"Service-learning and Character Education"* report from Wingspread, 1996)

Tennessee Learn and Serve subgrantees will be placed in the role of Master Teacher within their respective communities. The training and evaluation methodology will follow the process that has been in place within their pilot sites during the past three years. The Master Teachers will be responsible for advocacy, debriefing, documentation of experiences including student-initiated activities, monitoring the completion of evaluation materials, completion of forms necessary for federal reports.

Dr. Molly Laird, researcher in service learning outcomes, will evaluate the data based on the system developed for the "Service Learning Evaluation Project".

Quest International pointed out that research (Sagor, 1996) has defined resiliency as "the set of attributes that provides people with the strength and fortitude to confront overwhelming obstacles they are bound to face in life. Five emotional feelings are key to developing resiliency in at-risk youth and these are: a feeling competence, belonging, usefulness, potency, and optimism." According to the Quest International study "The classroom learning and service experience in a service learning program based in school settings can help students develop resiliency when:

- students gain authentic evidence of academic success or accomplishment of goals (competence)
- students realize through group projects, that they are valued members and part of a community (belonging)
- the service experiences reinforce feelings that students have that they can make a positive contribution to society and can complete tasks/projects (usefulness)
- the mastery experiences in the problem-solving tasks of service-learning make students feel empowered (potency)
- with reflection on the goals accomplished during service learning project, the students perceive that they can make progress in their life and that the future is hopeful (optimism)."

Research conducted on high quality service learning programs has found that as students became involved they changed their perceptions of themselves, began to skip school less frequently, and were less likely to dropout (Melchior, 1999, Supik, 1996, Rolzinski, 1990) In studies of attitude change, Dr. Laird found that at-risk students on average had more than twice the gains in personal competence and connectedness to school and community than students no at-risk. The definition of at-risk was special education placement or disciplinary problems and academic struggles/failure. The proposed project will give priority to students most at academic risk.

Through service learning, students are taught to think critically, make key decisions, interact with others, and provide service that makes a difference both to themselves and the community. As a result, school attendance and motivation to learn increases.

GRANT RESPONSES TO THE REQUEST FOR PROPOSALS

Grant responses to this Request for Proposals should provide a three year plan spanning school years 2003-2006. Continuation of grant funding in each of the following years 2004-06 is dependent upon progress made in each grant year and preceding year(if applicable).

Grant responses to this Request for Proposals must describe a Learn and Serve program content with a focus. Should your grant proposal include course/courses aligned with Success Skills through Service Learning curriculum frameworks, Course Code 9395, the teacher must meet the "employment standard", which is completion of approved training in service learning methodology. A copy of the Success Skills through Service Learning is available at www.state.tn.us/education/ci/ciservicestandards/ciserviceframe.htm.

Grant responses must indicate that the lead teacher understands that he/she will be a master teacher in year 2 and year 3 of the grant and will mentor fellow teachers in service learning.

Grant funding limit is six thousand dollars (\$6,000) per year in grant funds. There must a match of fifty percent of the total, i.e. for each grant dollar there must be a match of one dollar. The match funds can be funds from Federal Title programs, such as Safe and Drug Free Schools, school local funds, or local contributions from civic organizations such as the Lions Clubs.. The proposed grant program should be aligned with the source of the match funds, i.e. if Title I funds are used as match the focus of the program may be tutoring programs to improve reading skills of at-risk students.

Priority will be given to grant proposals which:

- 1) target "at-risk" students
- 2) propose to increase civic engagement and/or awareness; increase intellectual or participatory skills or increase civic dispositions, or
- 3) propose to increase students' general knowledge base of how a citizen might be engaged in a community, the decision making processes involved in local government, and/or how rights are guaranteed for all citizens to share in a democratic society,
- 4) propose to increase the number of students and/or different disciplines engaged in service over the 3 year grant period.

Should past recipients of Learn and Serve America funds again apply, criteria for funding will include demonstrated past success and expertise and a willingness to expand their existing program and to disseminate their expertise to other programs.

It is anticipated that all grantees will participate in a Service Learning Academy to be held in November, 2003. Topics will include hallmarks of effective service learning programs; grant provisions including financial responsibilities and prohibited activities; lessons learned from prior year evaluation; instructions for implementing on-going evaluation, reporting and performance management systems; how to do effective partnering with community and faith-based organizations; and how to build program sustainability.

In May 2004, Learn and Serve America School and Community Service for Out of School Youth grantees will come together for an end-of-year reflection and best practice sharing. The gathering will open with a reflection and recognition session to reconnect the practitioners with each other and with their motivations for service learning. Teachers will be asked to make 5 minute presentations on the learning and service outcomes of their programs with best practices highlighted. Dr. Molly Laird will provide an update on evaluation data analysis to date.

All grantees will provide a mid-year and an end of year report in accordance with the requirements established by the Corporation for National Service.

ALL GRANT PROPOSALS MUST INCLUDE THE FOLLOWING:

1. Title Page: Name of Local Education Agency (LEA)

Address

Contact Person:

Name

Position

Address

Phone Number

FAX Number

email address:

Requested Grant Amount for each year of the grant cycle: not to exceed \$6,000 per year

Summary of grant proposal

Signature of LEA Director of Schools

2. Concise narrative that describes the student population to be involved in service learning, anticipated number of students, anticipated number of adult volunteers and the community to be served through the projects.

3. Description of the learn and serve program to include:

Process to determine community needs, including how student "voice" will be included in selection of service projects.

Duration of program (minimum 30 hours of service/student per semester)

**Identified learning objectives, including civic skills,
Service activities linked to curriculum learning objectives**

Reflection activities that draw civic connections, including how reflection will
be incorporated into the project
Interagency collaboration/partnership
Implementation plan with time lines

4. The plan to mentor other teachers
5. Evaluation process
6. Budget: The budget must reflect the local match and the source of the match.
The budget for year 1 (2003-2004) must be placed on the Budget Form included
with this announcement.
(As stated previously, the match may be a collaborative effort with Federal
Title Programs, local school funding, including in kind) or funding and/or in
kind match from local civic organization)
Include budget narrative. *Budget funds can be used for materials and supplies to
implement service learning projects, transportation, curriculum costs, contractual
costs, equipment, celebration/recognition costs, and/or awards for students.*
7. Signed Drug-Free Workplace Assurance Form, Compliance with Federal Laws
Assurance Form. (Assurances form enclosed)
8. If collaborating with community agencies to implement the learn and serve program,
provide a signature page with signatures of the directors of collaborating agencies.

GRANT PROPOSALS MUST BE DOUBLE SPACED

TOTAL LENGTH OF THE PROPOSAL SHOULD NOT EXCEED 10 PAGES

SEND ORIGINAL PLUS FOUR(4) COPIES FOR A TOTAL OF 5.

THE PROPOSAL MUST BE POSTMARKED NO LATER THAN MIDNIGHT

TUESDAY, SEPTEMBER 30, 2003

Mail to: Jan Bushing, Tennessee Department of Education, 7th Floor Andrew Johnson
Tower, Nashville, Tennessee 37243-0376

If you have any questions: call 615-741-0345 or email: jbushing@mail.state.tn.us

GENERAL ASSURANCES

Assurance is hereby provided that:

1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The programs and services provided with federal funds under this grant will be operated so as not to discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
4. The activities and programs that will be performed under this grant will be used to supplement services and not supplant funds from non-federal sources.
5. The grantee will require the entity and its principals involved in any subtier covered transaction paid through federal funds, that requires such certification, to ensure it/they are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a federal department or agency. {EDGAR-Part 85}
6. The grantee will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives as appropriate.
7. The grantee will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.
8. This program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
9. The grantee will cooperate in carrying out any evaluation of this program conducted by or for the state educational agency, the secretary, or other federal officials.
10. The grantee will comply with civil rights and nondiscrimination

requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries.

11. The grantee will use fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.

12. The grantee will (a) make reports to the Tennessee Department of Education and the U.S. Secretary of Education as may be necessary to enable the state and federal departments to perform their duties under this program; and (b) maintain records, provide information, and afford access to the records, as the department or the U.S. Secretary of Education may find necessary to carry out their duties.

13. Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant state and local funds that, in the absence of such funds would otherwise be spent for activities under this section.

14. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Tennessee Department of Education.

15. No board or staff member of a grantee will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family.

16. Before the plan was submitted, the grantee afforded a reasonable opportunity for public comment on the plan and has considered such comment.

17. Any printed (or other media) description of programs will state the total amount being spent on the project or activity and will indicate the percentage of funds from the federally funded programs.

18. The grantee will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.

19. The grantee will administer such funds and property to the extent required by the authorizing statutes.

PROGRAM SPECIFIC ASSURANCES

Assurance is further provided that:

20. The program will take place in a safe and easily accessible facility.

21. The proposed program was developed and will be carried out in active collaboration with the schools the students attend.

22. The program will primarily target students who attend schools eligible for schoolwide programs under Section 1114 and the families of such students.

23. Funds under this part will be used to increase the level of state, local, and other non-federal funds that would, in the absence of funds under this

part, and in no case supplant federal, state, local, or other non-federal funds.

24. The community will be given notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application.

CERTIFICATION/SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

Signature of Applicant Agency Administrator
Mo./Day/Yr.

Date Signed

ATTACHMENT [NUMBER]

GRANT BUDGET

GRANTEE

PROGRAM AREA:

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: [DATE] through [DATE]

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH (participation)	TOTAL PROJECT
1	Salaries			
2	Benefits & Taxes [(PERCENT)]			
4, 15	Professional Fees / Grant Awards (detail attached)			
5	Supplies			
6	Telephone			
7	Postage & Shipping			
8	Occupancy			
9	Equipment Rental & Maintenance			
10	Printing & Publications			
11, 12	Travel / Conferences & Meetings			
13	Interest (detail attached)			
14	Insurance			
16	Specific Assistance to Individuals			
17	Depreciation (detail attached)			
18	Other Non-Personnel (detail attached)			
20	Capital Purchase (detail attached)			
22	Indirect Cost [(PERCENT)]			
24	In-Kind Expense			
25	GRAND TOTAL	\$0.00	\$0.00	\$0.00

GRANT BUDGET DETAIL

LINE-ITEM DETAIL FOR: [PROFESSIONAL FEE/ GRANT & AWARD]	AMOUNT
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
TOTAL	\$0.00

LINE-ITEM DETAIL FOR: [INTEREST]	AMOUNT
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
TOTAL	\$0.00

LINE-ITEM DETAIL FOR: [DEPRECIATION]	AMOUNT
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
TOTAL	\$0.00

LINE-ITEM DETAIL FOR: [OTHER NON-PERSONNEL]	AMOUNT
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
TOTAL	\$0.00

LINE-ITEM DETAIL FOR: [CAPITAL PURCHASE]	AMOUNT
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
TOTAL	\$0.00

LINE-ITEM DETAIL FOR: [SUBJECT LINE-ITEM]	AMOUNT
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
[SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)]	
TOTAL	\$0.00